A Step by Step Guide to creating a

Car Rental Transaction File
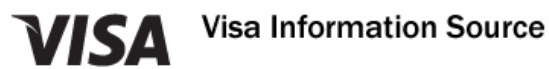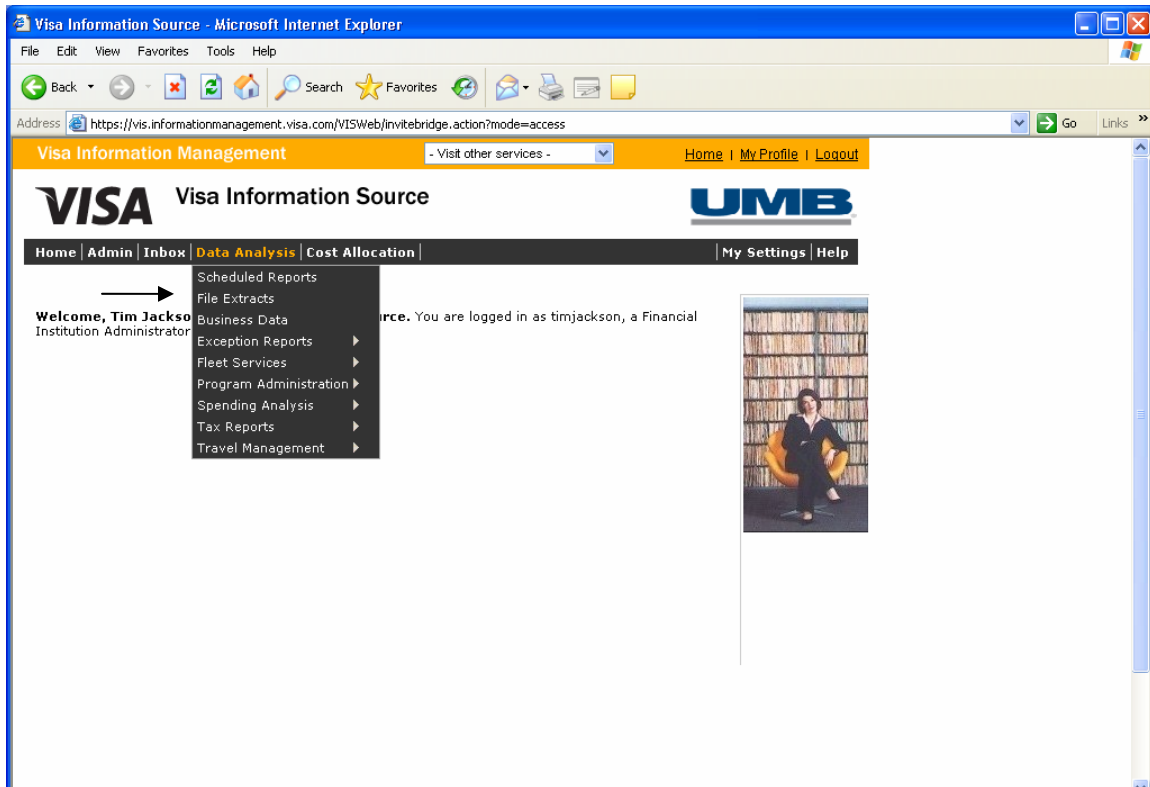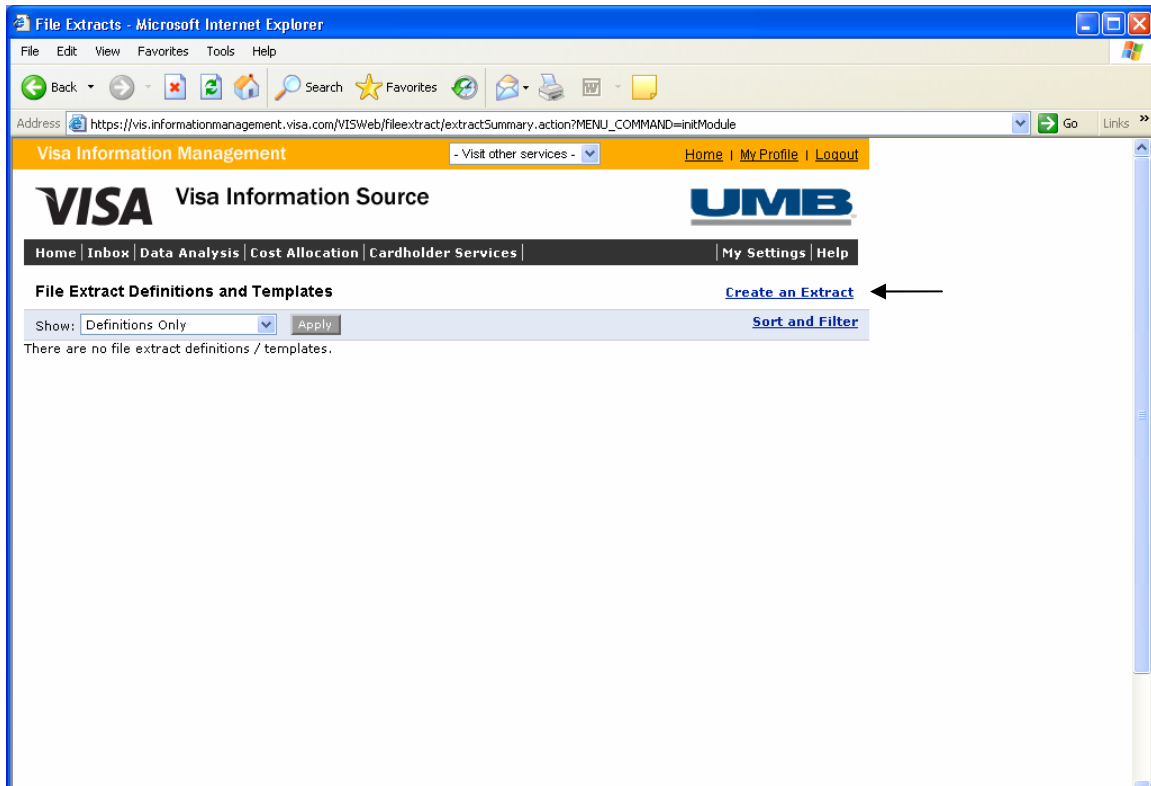
1. Select Data Analysis – File Extracts from the menu.

2. Select **Create an Extract**.

3. Select the **Extract Type. (Ad Hoc)**

4. Name the Report.

5.Select the **Format. (Excel)**

6. Select **Add Extract Fields**

7. Select report fields and move them to the Selected Columns box. Click Submit.

8. Select **Add Filters**. (You will need to filter for only Enterprise transactions).

9. Select the MCC field and move to the Selected Columns box. Click Submit.

10. Change the Operator to **Equals** and the Value to **3405**. Click Schedule.

11. Select **Execution Frequency** (Can be one time or a re-occurring)

12. Select **Run on Date** (Defaults to current day)

13. Select **Execution Time** to Run Now or at a future time.

14. Choose **Select Extract Dates By (Select Billing Period to reconcile statements)**

15. **Select the First Billing Period** should be set to Last Completed Period to retrieve the most recently completed billing cycle.

16. Click Save.

17. Select **Inbox** to retrieve the report.

18. Click the ⬇ icon to download the file.